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Operations School Headquarters Training

RECORDS OFFICERS COURSE NO. 21 (ROC)

13 - 17 January 1964

Room 1A-13 Headquarters

### STUDENT OBJECTIVES

- 1. To get an appreciation of the Agency's CS mission.
- 2. To learn the role that records play in the discharge by the Agency of the responsibilities inherent in the mission.
- 3. To gain an appreciation of records and proper records management in the successful performance of the stated mission.
- 4. To understand the inter-relationships between the CS mission and records and to sharpen judgment in the handling and disposition of records.

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Chief Instructor

25X1A

DOC 5 REV DATE 12-82 BY 005/99
ORIG COMP CPI 11
OF
ORIG CLASS 5 STATE 3
JUST 22 WITH REV 2011

Group I
Excluded from automatic
downgrading and
declassification

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# MARINENTIAL

Monday, 13 January 1964 25X1A			
0830 - 0900	Registration, Handout of Materials, and Administration		
0900 - 0920	Introduction to Course and Discussion of NSCID/5		
0930 - 1050	The RO and His Responsibilities; The RO Kit		
11.00 - 1300	Terminology		
Tuesday, 14 Jan	mary 1964		
0830 - 0900	Study Period		
0900 - 1050	RID Responsibilities in CS Records System		
1100 - 1150	Review, Analysis, Classification, Indexing and Cross Referencing		
1200 - 1300	The 201 System		
Wednesday, 15 January 1964*			
0830 - 0900	Study Period		
0900 - 0930	Sensitive Documents		
0940 - 1030	Interagency Source Registry		
1040 - 1300	Destruction Procedures and RO		



Responsibilities

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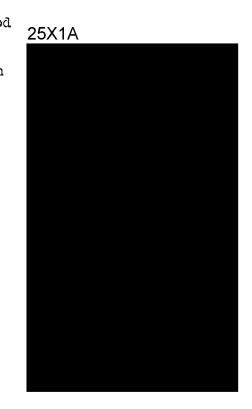
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0830 - 0900	Study Period, Submit Questions for Tomorrow's Question and Answer Period
0900 - 1150	Handling of Records at the Head- quarters Desk, Including Destruction
1200 - 1300	Introduction to Practical Exercise

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Thursday, 16 January 1964

1200 - 1300	Introduction to Practical Ex			
Friday, 17 January 1964				
0830 - 1030	Practical Exercise			
1040 - 1130				
1140 - 1215	Question and Answer Period			
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1215 - 1230	Closing Remarks			
1230 - 1300	Final Administration			



<sup>\*</sup> Students who have not taken the RID Tour are required to do so on Wednesday, 15 January 1964. It will be conducted from 1400 - 1600 hours and will originate in this classroom promptly at 1400 hours.

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